Get a head start with just ONE requirement

Certificate Entry Requirements

- 1 Grade C pass in SPM and a pass in Bahasa Malaysia and Sejarah (History)
- 1 Grade B pass in UEC and a pass in Bahasa Malaysia
- 1 Grade C pass in O Level/GCSE

This programme provides:

- Strong communication, leadership and administrative skills as well as the necessary fundamental knowledge to take on this challenging and ever changing business world.
- Opportunities for progression into Diploma programmes or to embark on a career in administration, marketing, accounting, human resource and application of IT.
**MODULES**

**SEMESTER 1**
- Basic IT Skills
- Basic Mathematics
- Business Writing Skills
- Office Administrative Skills
- Personal Skills
- Workplace Communication Skills

**SEMESTER 2**
- Basic Accounting
- Customer Service Skills
- Introduction to Managing Business
- Introduction to Multimedia Application
- Introduction to Statistics
- Meeting and Minutes Taking

**SEMESTER 3**
- Basic Finance
- Basic Marketing Skills
- Book-Keeping and Accounting Software
- Ethics at Workplace
- Payroll Preparation
- Purchasing and Inventory

*In addition to the above, all students are also required to successfully complete General Studies modules as stipulated by the Malaysia Qualification Agency, as well as fulfill credit requirements for Co-Curricular Activities.*

**FURTHER STUDIES**
Upon successful completion of this programme, you will be eligible to progress into any of the following diploma programmes offered at APU:

- Diploma in Business Administration
- Diploma in Business with Information Technology
- Diploma in Accounting

**FEES**

*Tuition Fee*
- **Fees Options:**
  - Full Course Fees: RM 12,500
- **Installment Payments are only applicable for Malaysian Students**
  - Semester Course Fees: RM 4,300 x 3 Semesters
  - Monthly Payment: (Initial Payment: RM 2,300 + RM 800 x 14 months)

*Only for International Students*
- **Application Fee For International Students:** RM 225 (approx. USD 750)* is payable when you have accepted the offer. This fee include RM 1,620 (USD 610) charged to ALL International students by Education Malaysia Global Services (EMGS) as Processing Fees, Student Visa, Medical Check-up & Insurance Premium (Silver Package). In addition, the above payment also includes APU Application & Processing fees of RM 420 (USD 150) which also entitles you to complimentary airport assistance and transfer to the University upon first arrival in Malaysia.
- **International Student Registration**
  - A fee of RM 3,500 (approx USD 1,100)* is payable as registration & administrative fee for International Students.
- **Personal Bond**
  - A Personal Bond of RM 1,000 (approx USD 335)* is payable, which will be refunded on completion of studies.

**Registration Fee**
- (Only applicable for Malaysian Students)
  - Student ID Card: RM 30
  - Library Deposit (Refundable): RM 400
  - Library Fees: RM 300

**PATHWAYS**

95% OF OUR GRADUATES ARE EMPLOYED BY GRADUATION (2013)

Asia Pacific Institute of Information Technology (APIIT)
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